

**CITY OF CARLSBAD
SUBMITTAL CHECKLIST
CERTIFICATE OF CORRECTION**

City Project No. _____ City Project Name _____

City Drawing No. _____ City Project Engineer _____

PLEASE NOTE:

- To insure the timely processing of Certificates of Corrections in the City, those submitting Certificates of Corrections for City review should check their submittal packages for completeness and compliance to the following checklist. Applicants are required to acknowledge completeness by initialing the spaces provided for each item. City staff will inventory these items upon submittal.
- Unless specifically marked "N/A" (not applicable) and initialed by the City Project Engineer, all items listed are required to be submitted.
- Please do not detach this checklist when attached to the check print package. This checklist is a part of the review process.
- Should you have any questions, please contact the City Engineering Department, Development Services.

A. THE FOLLOWING ITEMS MUST BE INCLUDED IN THE INITIAL SUBMITTAL:

- ☐ 1. Transmittal letter from the Engineer or Surveyor of Work listing all the items being submitted (Distribution: Original to Planchecker, copy to File).
- ☐ 2. Completed and signed City Engineering Plancheck Application form (Distribution: Original to File, copy to Planchecker).
- ☐ 3. One (1) copy of Recorded Map (Distribution: Planchecker).
- ☐ 4. One (1) original and one (1) copy of City Certificate of Correction form (8 1/2" X 11") (completed and signed by Engineer of Work, (with attachment Plat, when necessary, signed and sealed by Engineer or Surveyor of Work), to illustrate the corrections made.
- ☐ 5. Two (2) sets of Traverse Calculations or Mathematical Calculations (when required) signed and sealed by the Engineer or Surveyor of Work. (Distribution: 1 Planchecker, 1 File).
- ☐ 6. Processing fee (see current fee schedule).

SUBMITTAL COMPLETE. CHECKED BY _____ DATE _____

COMMENTS _____

RECORDING REQUESTED BY

WHEN RECORDED MAIL TO:

City Clerk
CITY OF CARLSBAD
1200 Carlsbad Village Dr.
Carlsbad, CA. 92008

SPACE ABOVE THIS LINE FOR RECORDER'S USE

ASSESSOR'S PARCEL NO. _____

PROJECT NO. & NAME: _____

CERTIFICATE OF CORRECTION

(Pursuant to Chapter 3, Article 7, of the Subdivision Map Act or Section 8770.5 of the Land Surveyor's Act or any amendments thereto)

NOTICE IS GIVEN THAT I, [INSERT NAME OF SURVEYOR/ENGINEER HERE], hereby certify that [INSERT TRACT NAME, TRACT NO., AND MAP NO. HERE], in the City of Carlsbad, County of San Diego, State of California, filed in the Office of the County Recorder of said County [INSERT DATE FILED HERE], is in error and is corrected as follows in accordance with Section 66469 of the Subdivision Map Act or Section 8770.5 of the Land Surveyor's Act, or any amendment thereto.

[LIST MAP CORRECTIONS HERE]

CERTIFICATE OF ENGINEER (OR SURVEYOR)

I certify that the following are the names of all of the present fee owners of real property affected by such corrections, and such owners have been notified of these corrections.

[LIST IN NAMES HERE]

I further certify that the above Certificate of Correction was prepared by or under the direction and control of the undersigned registered civil engineer, or licensed land surveyor.

By: _____
Land Surveyor/Civil Engineer

RCE NO. _____

I, City Engineer of the City of Carlsbad, State of California, certify that I have examined the foregoing Certificate of Correction and find that the only changes shown hereon are changes provided for by Section 66469 of the Subdivision Map Act or Section 8770.5 of the Land Surveyors Act, or any amendments thereto.

LLOYD HUBBS, City Engineer [or]
RCE 23889, Exp. 12/31/05

(Print name, title)

RCE _____ , Exp. _____

BY: _____

DATE: _____

On _____ before me, _____,
(Date) (Name, Title of Officer)

personally appeared _____
(Name[s] of Signer[s])

WITNESS my hand and official seal

Title or Type of Document _____	
Date of Document _____	No. of Pages _____
Signer(s) other than named above _____	
